

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Intelligence School

DATE: 25 March 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 12, Week 18 - 24 March 1958.

1. Numbers in Clerical Induction Training. During the week of 18 March there were 16 people in Clerical Induction Training. Of those 5 were entering for the first time.

2. Numbers in Clerical Orientation Training. The Clerical Orientation program was not held the week of 18 March. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 18 March were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	4	0
Typewriting	7	4

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 24 March were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	3	0
Typewriting	7	2

5. Clerical Refresher Training Program Number 77 Began on 17 March 1958. Clerical Refresher Training Program 77 began 17 March 1958 with students enrolled from the following Agency components: DDP, 20; DDI, 13; DDS, 21. The total number of students enrolled were 54.

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 NO CHANGE in Class. ☒
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